Event Planning Internship
International Education Week 2015

Department Overview

Global Programs advances Boston University's global strategy and serves as a champion for internationally oriented initiatives at home in Boston and abroad. We work to support a stronger, larger, and ever more diverse portfolio of global activities that builds on BU’s strengths.

The internship:

As an intern, you will work directly with the Strategy & Communications functional unit, the team responsible for managing global development opportunities, building collaborative partnerships, and communicating to the University how these goals are being achieved. In this role, you will develop, manage, and promote an event for International Education Week.

Supervisor/Mentor:

Although you will report directly to one supervisor, guidance and mentorship will come from a variety of sources to introduce the concept of working in a dynamic, multi-faceted professional setting and enhance the learning experience. Your supervisor will be the Managing Director for Strategy & Communications in Global Programs.

Learning Outcomes:

You can expect to leave the experience with a stronger understanding or ability for the following:

- Brainstorming
- Manage full lifecycle of an event from
  - Idea generation
  - Feasibility analysis
  - Identifying and securing resources
  - Marketing and Promotion
  - Event execution
  - Post event review
- Verbal as well as written communication skills
- Team collaboration (live as well as virtual)
- Time management and organizational skills
- Helpful skills in developing a professional network of contacts
- Tools that will allow you to support and lead strategic projects.
- A basic understanding of financial management for a project, including how to devise and stay on budget.

How to Apply

Please apply online at http://www.bu.edu/casprograms/programs/internships